

OTE-86-3508

14 AUG 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

STAT FROM:

Director of Training and Education

SUBJECT: FY86 Request for Procurement Services -
SkillBuilder Secretarial/Clerical Training Program

1. On 12 August 1986, Chief, DO Career Training transferred into our FY86 training budget to financially assist our objective to provide DO field secretaries with a self-study training program. STAT

2. The DO feels, as do we, that every effort should be made to expedite the dissemination of this self-study program to the field in order to offer our field secretaries the same benefit of training already being provided to other Agency secretaries through the Secretarial Training Program.

3. We realize at this late date that we are not in compliance with FY86 submission deadlines. However, considering that these funds are just now being made available to us, and the importance of our mission, we respectfully request your approval for this expenditure.

STAT

* \$ 20,000 (See attached form 2420)
15,000 (See attached form 88's)

STAT OTE/SACTD [] (13 August 86)

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